

Town of Corning Town Council
Meeting Agenda
January 16, 2024 @ 7pm [Zoom Link](#)

Welcome

- Call meeting to order.
- Roll call of board members present.
- Pledge of Allegiance.

Community Comments (NOT AGENDA RELATED)

- Comments will be limited to 2 minutes per person and a maximum of 10 minutes to allow the meeting to run smoothly.

Reports

- Motion to accept Town Clerk [December 2023 report](#).
- Motion to accept Town Highway December 2023 report.
- Motion to accept [Building and Grounds/Water 2023 report](#).
- Motion to accept [Town Council Meeting Minutes](#) from January 3, 2024.
- Motion to accept Abstract 13 of 2023.
- Motion to accept Abstract 1 of 2024.

Bid for Building Remodeling

- Motion to discuss [bid submitted by Ely Smith](#) for Town of Corning building remodel

Services Agreement

- Motion to discuss/approve Steuben County Dept of Social Services request to utilize Client Work Experience Program and/or Mobile Work Program.

Policy Review

- Motion to schedule review of the following policies /workshops for 2024:
 - February-March 2024 Review:
 - i. [Procurement Policy](#) (General Municipal Law 104-b)
 - ii. [Investment Policy](#) (General Municipal Law 11, 39)
 - iii. [FOIL Policy](#) (Public Officers Law 87)
 - iv. [Ethics Policy](#) (General Municipal Law 806)
 - 1. Conflict of Interest Statements for Town Board and Town Employees
 - March - April 2024 Review:
 - i. Employee Handbook to include:
 - 1. Title VI Anti-Discrimination Plan (Title VI of the Civil Rights Act of 1964/Civil Rights Restoration Act of 1987)

2. Harassment and Discrimination (Title VII of the Civil Rights and New York State Human Rights Law)
 3. Workplace Violence (12 NYCRR 800.6)
 4. Sexual Harassment Prevention Policy (Labor Law 201-g)
 5. Sick, Vacation, and Personal Leave (General Municipal Law 92; FMLA)
 6. Overtime (Federal Fair Labor Standards Act, General Municipal Law 92)
 7. Expense Reimbursement (travel, food, lodging...) (Town Law 116)
 8. Required/elective job training.
- May 2024 Review
 - i. Use of Municipal Equipment (Town Law 64)
 1. Town Owned Vehicles
 2. Computer Use
 3. Cell Phone use and reimbursement policy
 4. Social Media/Website
 - ii. Information Breach Notification Policy (Technology Law 208)
 - iii. [Information Technology Policies](#) **recommended** by the office of the State Comptroller
 1. Use and Access to Personal, Private, and Sensitive Information
 2. Wireless Security Policy
 3. Internet, Email, and Personal Computer Use
 4. Mobile Computing and Storage Device Policy
 5. Online Banking
 - July/August 2024
 - i. Town Budget Workshops to begin. Dept heads will be requested to have tentative budget requests by June-July 2024 for review.
 - ii. Capital Asset Policy (Governmental Accounting Standards Board's (GASB) Statement No. 34).
 - August 2024
 - Local Comprehensive Emergency Management Plan (Executive Law 23)

Board Updates

- Motion to discuss board updates with Supervisor Mullen.
 - EFPR contract sent. Doug Zimmerman will be working with us to set up time for audit review in the next month.

- Motion to not hold any financial irregularities, errors, or negative audit/financial findings against Supervisor Jenniffer L. Mullen and/or Linda van der Grinten, Bookkeeper prior to January 1, 2024.
- Training has started as of Tuesday 1/9/2023 for Bookkeeper and Supervisor through Williamson. Association of Town (AOT) training completed 1/10-1/12/2024 for Linda and Jen.
- Desk ordered for Bookkeeper. Full desk and hutch price less than \$1,700 with shipping. ([U-line Desk](#)) Corning Inc. did not have any free desks at this time.
- Verizon phone contract extended for one (1) year and new phones issued (at no cost) to Ken Fields, Ryan Heffernan, and Brad Laferty. Ken Fields phone stopped working and both Ryan and Brad needed an updated phone. Ken spoke with T-Mobile (which would save \$20 per month) but phones would take 3-5 days to arrive. Ken to explore other options for next year upon contract ending with Verizon for discussion.

Community Comment on Agenda Items

- Any comments by visitors/community regarding agenda items. Comments will be limited to 2 minutes per person and a maximum of 10 minutes to allow the meeting to run smoothly.

Adjournment

- Motion to adjourn at _____.